

**PRIVACY POLICY
4CELL THERAPIES SPÓŁKA AKCYJNA**

This Privacy Policy contains information about processing of the following personal data by 4CELL THERAPIES Spółka Akcyjna [joint stock company]:

- I. Personal data of contractors of 4CELL THERAPIES Spółka Akcyjna;
- II. Personal data of contractors and tenderers as well as persons indicated by contractors and tenderers of 4CELL THERAPIES Spółka Akcyjna;
- III. Personal data of persons submitting offers in answer to offer inquiries presented by 4CELL THERAPIES Spółka Akcyjna in competitive tendering;
- IV. Personal data of candidates for employment at 4CELL THERAPIES Spółka Akcyjna;
- V. Personal data of other persons who communicate with 4CELL THERAPIES Spółka Akcyjna (by e-mail or web form or by phone) and persons, with whom 4CELL THERAPIES Spółka Akcyjna communicates (by phone or e-mail).

This Privacy Policy fulfils the obligation referred to in Art. 13 and Art. 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as: "GDPR".

I.

Information about processing of the personal data of contractors of 4CELL THERAPIES Spółka Akcyjna:

1. Administrator of personal data

4CELL THERAPIES Spółka Akcyjna with the registered office in Gliwice at the address: ul. Bojkowska 59C, 44-100 Gliwice; e-mail: i.fafara@4celltherapies.com is the Administrator of your personal data (hereinafter referred to as: "Administrator").

2. Purposes of processing of your personal data

- 2.1. We shall process your personal data if you are a natural person who is our contractor or who intends to establish cooperation with us within the framework of realized business activities.
- 2.2. We shall process your personal data, in order to communicate with you about current affairs, including performance of agreements between us, presentation of offers, reception of orders, response to questions, in order to fulfil other obligations and realize other goals, such as settlement of accounts of public means (if our cooperation with you is financed or co-financed with public means), exercise of the right to control by institutions and entities authorized to audit settlement of accounts of public means (if applicable), fulfilment of reporting or fiscal obligations of the company. We shall transfer information about our activities and potential forms of cooperation.
- 2.3. We shall exercise our rights resulting from a contract concluded with you, and we shall ourselves defend against potential claims or pursue potential claims related to the contract concluded with you, should there arise dispute concerning the contract or related to it.

The scope of our claims may comprise, among others, claims concerning settlements of accounts or intellectual property rights arising and acquired pursuant to the contract if works subject to such rights are developed during contract performance.

3. Scope of processed data:

We shall process the following information about you: name, surname, personal ID number (PESEL), company ID number (REGON), tax-payer's ID number (NIP), address data of the employer or place where business activities are carried out, work position, contact data (mailing address, telephone number, e-mail address).

4. Legal basis for data processing:

Legal basis for processing of your data:

- a) Art. 6, clause 1, items b) and c) of GDPR - with reference to processing that is indispensable to perform a civil contract and fulfil legal obligations incumbent upon the Administrator;
- b) and Art. 6, clause 1, item f) of GDPR - with reference to Administrator's legitimate interest within fulfilment of obligations incumbent upon the Administrator and related to realization of a project financed from public means (if our cooperation with you is financed or co-financed with public means) or to pursuit of claims resulting from a contract or related to it.

5. Data source

We process data that we acquired directly from you.

6. Period of storage of your personal data

Your data will be processed until the end of our cooperation with you, and after the end of the cooperation, they will be processed for a period indispensable to fulfil Administrator's legal obligations and realize his goals (e.g. resulting from tax regulations, and resulting from the obligation to settle accounts of public means and fulfil other obligations incumbent upon the Administrator in connection with realization of a project financed or co-financed from public means if this is applicable to our cooperation with you), and during a period indispensable for all the rights resulting from the contract to be exercised, a period indispensable for claims resulting from the contract between you and us or related to it to expire, which includes in particular claims related to settlements of accounts or to intellectual property rights arising and acquired pursuant to the contract if works subject to such rights are developed during contract performance.

7. Recipients of your personal data

- 7.1. We may make your personal data accessible to entities that provide us with services (which includes external IT companies, express freight companies or HR, accountancy and auditing companies that provide contractors support services), as well as to the National Centre for Research and Development in Warsaw (hereinafter referred to as "NCR&D") and other authorized entities or institutions, to enable them to exercise their right to control settlement of accounts of a project financed from public means (if our cooperation with you is financed or co-financed with public means).

7.2. Personal data may also be transferred to other interested entities (including entities independent of our organization) if you provide them in a form that leads unequivocally to the conclusion that you wish third parties to contact you with reference to official business issues.

8. Rights related to processing of your personal data

8.1. You have the right to:

- a) acquire information about personal data processing, which includes categories of processed personal data and potential data recipients,
- b) request incorrect personal data to be rectified or incomplete personal data to be supplemented,
- c) request personal data to be erased or their processing to be limited, yet this request will be met if legal requirements concerning such a request are met,
- d) object to data processing due to your special situation, in the case of data processing based on Art. 6, clause 1, item f) of GDPR,
- e) transfer personal data through their acquisition from the Administrator in a format that allows them to be handed over to a chosen third party,
- f) submit a complaint to the supervisory body – namely the President of the Personal Data Protection Office, ul. Stawki 2, 00 - 193 Warszawa – in case it is found out that personal data are processed contrary to law.

8.2. All applications, inquiries and request related to personal data processing should be addressed to: i.fafara@4celltherapies.com.

II.

Information about processing by 4CELL THERAPIES Spółka Akcyjna of personal data of contractors and tenderers as well as persons indicated by contractors and tenderers

1. Administrator of personal data

4CELL THERAPIES Spółka Akcyjna with the registered office in Gliwice at the address: ul. Bojkowska 59C, 44-100 Gliwice; e-mail: i.fafara@4celltherapies.com is the Administrator of your personal data (hereinafter referred to as: "**Administrator**").

2. Purposes of processing of your personal data

- 2.1 We will process your personal data if you are a representative of your contractor (or tenderer), or a member of a contractor's/tenderer's team, or a natural person who is an employee or co-worker of our contractor/tenderer (irrespective of the form of employment) and who has been appointed by the contractor/tenderer to be the person in charge for contacts or cooperation with us or for establishment of such cooperation.
- 2.2 We shall process your personal data in order to communicate with you about current affairs, including conclusion or performance of agreements between us and your employer/the entity represented by you, presentation of offers, reception of orders, response to questions, and in order to fulfil other obligations and realize other goals of the Administrator, such as settlement of accounts of public means (if our cooperation with you is financed or co-financed with public means), exercise of the right to control by institutions and entities authorized to audit settlement of accounts of public means (if applicable), fulfilment of reporting or fiscal obligations of the company.

We shall transfer information about our activities and potential forms of cooperation.

- 2.3. We shall ourselves defend against potential claims or pursue potential claims related to the contract concluded with the entity that employs you or that is represented by you, should there arise a dispute concerning the contract or related to it. The scope of our claims may comprise, among others, claims concerning settlements of accounts or intellectual property rights arising or acquired pursuant to the contract if works subject to such rights are generated during contract performance.

3. Scope of processed data

We shall process the following information about you: name, surname, address data of the employer, work position, contact data (mailing address, telephone number, e-mail address).

4. Legal basis for data processing

The legal basis for processing of your personal data is our legitimate interest (Art. 6, clause 1, item f) of GDPR), consisting in the possibility of establishing and continuing cooperation or contact with you, fulfilling obligations incumbent upon the Administrator in connection with realization of a project financed from public means (if applicable) or with the possibility of defence against claims or pursuit of claims.

5. Data source

We have received your data from your employer/the entity that is represented by you or that indicated you as a contact person or team member.

6. Period of storage of your personal data

- 6.1 You data will be processed until the definitive termination of cooperation with us and, after the end of the cooperation, during the period of prescription of claims resulting from the contract concluded between us and your employer/the entity that is represented by you or that indicated you as a contact person or team member.
- 6.2 In case the contract concluded between us and your employer/the entity that is represented by you or that indicated you as a contact person or team member is realized within a project financed from public means, the data will be processed during the period of 10 years since the date when the Administrator concluded a contract for realization of a project financed from public means.
- 6.3 The data may be removed earlier, in case we receive your objection to processing, as well as in case we conclude we no longer need the data to reach a legitimate goal.

7. Recipients of your personal data

- 7.1. We may make your personal data accessible to entities that provide us with services (which includes external IT companies, express freight companies or HR, accountancy and auditing companies that provide contractors support services), as well as to the National Centre for Research and Development in Warsaw (hereinafter referred to as "**NCR&D**") and other authorized entities or institutions, to enable them to exercise their right to control settlement of accounts of a project financed from public means (if applicable).

8. Rights related to processing of your personal data

8.1. You have the right to:

- a) acquire information about personal data processing, which includes categories of processed personal data and potential data recipients,
- b) request incorrect personal data to be rectified or incomplete personal data to be supplemented,
- c) request personal data to be erased or their processing to be limited, yet this request will be met if legal requirements concerning such a request are met,
- d) object to data processing due to your special situation,
- e) transfer personal data through their acquisition from the Administrator in a format that allows them to be handed over to a chosen third party,
- f) submit a complaint to the supervisory body – namely the President of the Personal Data Protection Office, ul. Stawki 2, 00 - 193 Warszawa – in case it is found out that personal data are processed contrary to law.

8.2. All applications, inquiries and request related to personal data processing should be addressed to: i.fafara@4celltherapies.com.

III.

Information about processing of personal data by 4CELL THERAPIES Spółka Akcyjna in competitive tendering

1. Administrator of personal data

4CELL THERAPIES Spółka Akcyjna with the registered office in Gliwice at the address: ul. Bojkowska 59C, 44-100 Gliwice; e-mail: i.fafara@4celltherapies.com is the Administrator of your personal data (hereinafter referred to as: "**Administrator**").

2. Purposes of processing of your personal data

2.1 We will process your personal data if you are a natural person who submits an offer in answer to a letter of inquiry concerning realization of a task financed from public means (hereinafter referred to as: "**Contractor**").

2.2 We shall process your personal data in order to:

- a) carry out competitive tendering proceedings aimed at selecting a Contractor who will perform a task financed from public means and to assess you quotation;
- b) publish information about submitted quotations in the competitiveness database and about the selected Contractor at the competitiveness database site at the address <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl> and at the Administrator's web site.

3. Scope of processed data

We shall process the following information about you: name, surname, personal ID number (PESEL), taxpayer's ID number (NIP), address data of the employer or place where business activities are carried out, work position, contact data (mailing address, telephone number, e-mail address).

4. Legal basis for data processing

Legal basis for processing of your data:

- a) Art. 6, clause 1, item b) of GDPR with reference to activities aimed at concluding a contract with the Contractor;
- b) Art. 6, clause 1, item c) of GDPR with reference to fulfilment by the Administrator of the legal obligations resulting from Guidelines of the Ministry of Development and concerning qualification of expenditure within the European Regional Development Fund, the European Social Fund and the Cohesion Fund for the period of 2014-2022, issued on 19th July 2017 pursuant to Art. 5, clause 1, item 5, of the act of 11th July 2014 on principles of realization of cohesion policy programs financed within the 2014-2020 financial perspective;
- c) and Art. 6, clause 1, item f) of GDPR - with reference to Administrator's legitimate interest within fulfilment of obligations incumbent upon the Administrator and related to realization of a project financed from public means.

5. Data source

We will process data acquired directly from you.

6. Period of storage of your personal data

Your data will be stored for the period required to carry out the Contractor selection procedure, and after this period:

- a) in case no contract is concluded – for the period of 10 years since the date the Administrator concludes the contract on realization of a project financed from public means, for which the quote was submitted;
- b) in case a contract is concluded – the rules applicable to our contractors and described in item I of this privacy policy shall be applied.

7. Recipients of your personal data

We may make your personal data accessible to entities that provide us with services (which includes external IT companies), as well as to the National Centre for Research and Development in Warsaw (hereinafter referred to as "**NCR&D**") and other authorized entities or institutions, to enable them to exercise their right to control settlement of accounts of a project financed from public means.

8. Rights related to processing of your personal data

8.1. You have the right to:

- a) acquire information about personal data processing, which includes categories of processed personal data and potential data recipients,
- b) request incorrect personal data to be rectified or incomplete personal data to be supplemented,
- c) request personal data to be erased or their processing to be limited, yet this request will be met if legal requirements concerning such a request are met,

- transfer personal data through their acquisition from the Administrator in a format that allows them to be handed over to a chosen third party,
- d) object to data processing due to your special situation, in the case of data processing based on Art. 6, clause 1, item f) of GDPR,
 - e) submit a complaint to the supervisory body – namely the President of the Personal Data Protection Office, ul. Stawki 2, 00 - 193 Warszawa – in case it is found out that personal data are processed contrary to law.
- 8.2. All applications, inquiries and request related to personal data processing should be addressed to: i.fafara@4celltherapies.com.

IV.

Information about processing of the personal data of Candidates for employment at 4CELL THERAPIES

Spółka Akcyjna:

1. Administrator of personal data

4CELL THERAPIES Spółka Akcyjna with the registered office in Gliwice at the address: ul. Bojkowska 59C, 44-100 Gliwice; e-mail: i.fafara@4celltherapies.com is the Administrator of your personal data (hereinafter referred to as: "**Administrator**").

2. Purposes of processing of Candidate's personal data

- 2.1 We will process personal data provided by a Candidate to assess his/her qualifications for the work position, which the Candidate applies for, to select an appropriate person to employ at our company, i.e. to perform activities aimed at concluding a contract of employment at a given work position (irrespective of the form of employment: within an employment relationship or relationship based on civil contract).
- 2.2 In the case of recruitment for a position remunerated from public means, the data will also be processed to document proper performance of the contract with the National Centre for Research and Development in Warsaw (hereinafter referred to as "**NCR&D**").
- 2.3 With separate consent of the Candidate, we will process Candidate's personal data for purposes related to future recruitment processes.

3. Scope of processed data:

We shall process the following personal data of the Candidate: name and surname; parents' names; date of birth; domicile (mailing address); education; course of former employment and data exceeding the above-specified catalogue if they are voluntarily provided by the Candidate, on his/her own initiative.

4. Legal basis for data processing:

Legal basis for processing of your data:

- a) Art. 6, clause 1, item c) of GDPR in connection with Art. 22¹ § 1 of the Labour Code – with reference to personal data processing within employment relationship;
- b) Art. 6, clause 1, items b) and c) of GDPR – with reference to personal data processing within relationship based on a civil contract;
- c) Art. 6, clause 1, item a) of GDPR – with reference to personal data processing for purposes related to future recruitment procedures if the Candidate consents to such processing;

- d) Art. 6, clause 1, item a) of GDPR – with reference to cases, when a submitted CV or cover letter contain also other data than name and surname, parents' names, date of birth, domicile (mailing address), education, course of former employment (e.g. Candidate's image), the additional data are processed on the basis of Candidate's consent;
- e) and Art. 6, clause 1, item f) of GDPR – with reference to the data collected during a qualification interview, the basis is provided by our legitimate interest in assessing, whether the Candidate is an appropriate person to hold the position he/she applies for, and by fulfilment of obligations incumbent upon the Administrator and related to realization of a project financed from public means.

5. Data source

We will process data acquired directly from Candidates.

6. Period of storage of personal data

- 6.1 We will store Candidate's personal data until the end of recruitment for the position, which the Candidate applies for.
- 6.2 If recruitment for a work position proceeds within a project realized by the Administrator and financed from public means, Candidate's personal data will be stored for the period of 10 years since the date the Administrator concludes a contract on realization of the project financed from public means, within which the job application was submitted, in compliance with the obligations incumbent upon the Administrator pursuant to the contract with NCR&D.
- 6.3 In any case, if the Candidate gives a separate consent for his/her data to be processed for purposes related to future recruitment procedures, Candidate's data will be stored for this purpose for the period of max. 2 years since the moment of their collection.

7. Recipients of personal data

We may make Candidate's personal data accessible to entities that provide us with services (e.g. external IT companies, accountancy and HR companies), as well as NCR&D and other authorized entities or institutions, and do so for the purpose of documenting proper performance of the contract with NCR&D.

8. Rights related to processing of Candidate's personal data

- 8.1. The Candidate has the right to:
 - a) acquire information about personal data processing, which includes categories of processed personal data and potential data recipients,
 - b) request incorrect personal data to be rectified or incomplete personal data to be supplemented,
 - c) request personal data to be erased or their processing to be limited, yet this request will be met if legal requirements concerning such a request are met,
 - d) object to data processing due to Candidate's special situation, in the case of data processing based on Art. 6, clause 1, item f) of GDPR,

- e) withdraw his/her consent at any moment, concerning the scope of processing Candidate's data, without prejudice to legality of the processing performed on the basis of such consent, before it is withdrawn,
 - f) transfer personal data through their acquisition from the Administrator in a format that allows them to be handed over to a chosen third party,
 - g) submit a complaint to the supervisory body – namely the President of the Personal Data Protection Office, ul. Stawki 2, 00 - 193 Warszawa – in case it is found out that personal data are processed contrary to law.
- 8.2. All applications, inquiries and request related to personal data processing should be addressed to: i.fafara@4celltherapies.com.

V.

Information on processing of personal data of other persons who communicate with 4CELL THERAPIES Spółka Akcyjna (by contact form or by phone) and persons, with whom 4CELL THERAPIES Spółka Akcyjna communicates (by phone or e-mail)

1. Administrator of personal data

4CELL THERAPIES Spółka Akcyjna with the registered office in Gliwice at the address: ul. Bojkowska 59C, 44-100 Gliwice; e-mail: i.fafara@4celltherapies.com is the Administrator of your personal data (hereinafter referred to as: "**Administrator**").

2. Purposes of processing of your personal data

- 2.1 We will process your personal data if you do not belong to any category of entities specified in sections I through IV of this Privacy Policy, but you communicate with us with reference to any issue and do so through the contact available at the address: <http://4celltherapies.com/en/contact/>, or by e-mail or phone, or 4CELL THERAPIES Spółka Akcyjna communicates with you with reference to any issue.
- 2.2 We will process your personal data for the purpose of contacting you with reference to current issues, which includes responding to questions and submitting inquiries, as well as to potential establishment of cooperation (of business or scientific nature), and to establish relations of purely informative or educational character.

3. Scope of processed data

We shall process the following information about you: name, surname, address data of the employer, work position, contact data (mailing address, telephone number, e-mail address) and other data you voluntarily provide us with during correspondence or conversation.

4. Legal basis for data processing

The legal basis for processing of your personal data is our legitimate interest (Art. 6, clause 1, item f) of GDPR), consisting in:

- a) the possibility of asking you questions and providing answers to your questions,
- b) establishing and maintaining relationships within the framework of business activities.

5. Data source

We will process your data acquired directly from you.

6. Period of storage of your personal data

- 6.1 You data will be processed during the period of our relationship (of economic character or of informative, scientific, educational character) and during the period of one year since the moment the relationship ceases. Upon expiry of this period, we may contact you to ask, if it would be possible for us to further process the data.
- 6.2 The data may be removed earlier, in case we receive your objection to processing, as well as in case we conclude we no longer need the data to reach a legitimate goal.

7. Recipients of your personal data

- 7.1 We may make your personal data accessible to entities that provide us with IT services or provide contractors support services.
- 7.2 Personal data may also be transferred to other interested entities (including entities independent of our organization) if you provide them in a form that leads unequivocally to the conclusion that you wish third parties to contact you.

8. Rights related to processing of your personal data

- 8.1. You have the right to:
 - a) acquire information about personal data processing, which includes categories of processed personal data and potential data recipients,
 - b) request incorrect personal data to be rectified or incomplete personal data to be supplemented,
 - c) request personal data to be erased or their processing to be limited, yet this request will be met if legal requirements concerning such a request are met,
 - d) object to data processing due to your special situation,
transfer personal data through their acquisition from the Administrator in a format that allows them to be handed over to a chosen third party,
 - e) submit a complaint to the supervisory body – namely the President of the Personal Data Protection Office, ul. Stawki 2, 00 - 193 Warszawa – in case it is found out that personal data are processed contrary to law.
- 8.2. All applications, inquiries and request related to personal data processing should be addressed to:
i.fafara@4celltherapies.com.